



## JOB DESCRIPTION

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<b>Job Title</b>	GDPR Officer
<b>Team</b>	Finance and IT
<b>Location</b>	Home Worker
<b>Reports to</b>	Information Governance Manager
<b>Salary</b>	£26,500 - £31,200 gross per annum
<b>Duration</b>	Fixed term contract for 2 years
<b>Normal Working Hours</b>	20 hrs (net) worked over 4 days

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The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

### **Overall job purpose**

CCT is engaged in a programme of significant digital change, with our core information management systems under active review and development. The complaint processing of personal data is fundamental to delivering our business objectives and will be a crucial deliverable for our Digital Transformation Programme.

The GDPR officer will be instrumental in ensuring CCT upholds people's privacy rights and complies with legal and contractual obligations, while making effective use of Personal Data to support our charitable and business objectives. They will support CCT in embedding a robust data protection framework, which will empower our staff to interact personal data with confidence and facilitate the ongoing engagement with community supporters and stakeholders.

The post holder will work with every team, at all levels across CCT, to help embed a risk-based approach to data protection decision-making, championing both the intent of data protection law and effective operational outcomes; adopting best recommended practice where there is ambiguity about minimal compliance requirements.

## **Key duties and responsibilities**

### **Data Protection Guidance and Support**

The post holder will support teams in enabling data processing activities across the organisation, acting as first point of contact for advice on data protection. They will:

- Provide advice and assistance to CCT staff on issues which affect data and information ownership within CCT
- Work with staff to perform GDPR assessments and documenting lawful activities and their control methods
- Drafting supporting documentation e.g. Legitimate Interest Assessments, Data Protection Impact Assessments (DPIA), Purpose Compatibility Assessments and Data Processor Agreements
- Contribute to training and awareness initiatives that will upskill staff with UK GDPR, PECR, ICO guidelines and other relevant data protection frameworks.

### **Back Office Administration**

The post holder will ensure the smooth operations of the Information Governance function by maintaining the back-office functions for data protection. They will:

- Maintain the Record of Processing Activities (ROPA) as our primary point of reference for data protection
- Maintain the data protection registers for Legitimate Interest Assessments, Data Processors and Partners, Purpose Compatibility Assessments, Data Protection Impact Assessments as well as the Data Breach register.
- Coordinate inbound Subject Access Requests, as well as other data rights requests submission under UK GDPR and the Freedom of Information Act.
- Monitor and log data protection breaches and our response to them.
- Ensure appropriate registration with the Information Commissioner.

### **Digital Transformation and Data Maturity Support**

The post holder will play a key role in delivering our Digital Transformation Programme and Data Maturity Strategy with respect to Data Protection. They will:

- Contribute to an organisation-wide audit of data processing activities and documenting in the ROPA
- Develop the existing spreadsheets and templates into an intuitive database (or similar tool) which will promote a self-service approach to GDPR compliance at CCT - beyond the lifetime of the role
- Contribute to the development of our digital infrastructure by embedding lawful processing of personal data on the CRM database, Finance system, HR system, Property Management database and Websites
- Assisting with the implementation of data strategies.

## **General**

The post holder will be expected to participate and support the achievement of the CCT objectives and:

- Feed into discussions on Digital Transformation Programme to ensure the new systems deliver UK GDPR requirements
- Act as a data champion within the wider organisation to ensure all data is collected, used, and stored in line with UK GDPR.

## **Key relationships**

- Information Governance Manager
- Head of Finance
- Senior Fundraising Officer
- Communications Manager

**N.B.** This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## **Additional information:**

### **Pre-employment credit check**

For compliance purposes, any offer of employment for this position is subject to a pre-employment credit check. This is because this role involves working with our finance systems and confidential information.

### **Lone working**

This role involves regular lone working. We have lone working procedures in place to support all staff undertaking lone working.

### **Mandatory training (for all roles)**

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

## Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

### Person Specification: GDPR Officer

#### Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	Working knowledge of the UK GDPR and Data Protection Act 2018 to meet business objectives.	A, I
2	Experience of creating, processing and maintaining key documents such as plans, strategies, business cases risk registers and briefings.	A, I
3	Working in a project and collaborative environment, with minimal supervision; taking initiative and responsibility for own work.	A, I
4	Demonstrable strong written and oral communication skills.	A, I
5	Persuasive interpersonal skills; able to communicate technical information to non-technical audiences	A, I
6	Strong IT skills including Microsoft 365 software packages, including SharePoint.	A, I

#### Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
7	Educated to degree level or equivalent experience or professional training.	A, I
8	Experience of working with CRM systems, content management systems (CMS), electronic document and record management systems (EDRMS) and other databases.	A, I
9	Writing and amending data policies, information breach reports and data rights procedures	A, I

#### Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

## Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

## Employee benefits

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

## How to apply

If you would like to apply for this role, please select the red 'Apply Now' button. You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Friday 17<sup>th</sup> March 2023**.

Interviews will be held on **Friday 24<sup>th</sup> March 2023** via **Microsoft Teams**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@theccct.org.uk](mailto:recruitment@theccct.org.uk).